

CONFIDENTIAL
SECURITY INFORMATION

Col. Baird

Pe-7

4-4459

8 August 1953

NO CHANGE IN CLASS. ☒ X☐ DECLASSIFIED

MEMORANDUM FOR: Director of Central Intelligence

Class. CHANGED TO: 17 8

SUBJECT: Standardization of Titles

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 31 01 78 By: 025

1. It is my opinion that confusion results and no benefits are gained from the different job titles for senior executives in the Agency. Specifically, while we have an Assistant Director for Communications, there is a Director of Training (under DCI), and a Director of Security (under DD/A). Similarly, there is confusion in having both an Assistant Director (Personnel) and a Personnel Director.

2. I recommend that:

a. the title of the Director of Training be changed to Assistant Director for Training, with corresponding change for his deputy;

b. the Assistant Director (Personnel) be changed to Assistant Director for Personnel, for uniformity, and the title of Personnel Director be changed to Deputy Assistant Director for Personnel;

c. the Director of Security be changed to Chief of Security to correspond to other office heads under DD/A, who are all designated as Chiefs.

3. As far as the DD/I offices are concerned, all office heads are Assistant Directors, which appears to be correct. It is not believed practical to make any changes in DD/P titles at this time.

JOB # _____
BOX # _____
FOLDER # _____
TOTAL # CIA DOCS. HEREIN _____

CONCUR:

Lyman B. Kirkpatrick
Inspector General

Deputy Director (Administration)

Director of Security

Director of Training

APPROVED:

DISAPPROVED:

Director of Personnel

CONFIDENTIAL

TRANSMITTAL SL.		
31 Aug 53 <small>(Date)</small>		
TO: Director of Training		
BUILDING "I"	ROOM NO. 1022	
REMARKS:		
<p>Matt:</p> <p>I am sorry to have delayed this memorandum.</p> <p>I have sent my comments directly to the Inspector General and anticipate that he will be looking for yours at a very early date.</p> <p style="text-align: right;">T. K. W.</p> <div style="background-color: black; width: 200px; height: 50px; margin: 10px auto;"></div>		
FROM: A-DD/A		
BUILDING Admin.	ROOM NO. 226	EXTENSION 717
FORM NO. 36-8 SEP 1946		
16-65208-1 GPO		

STATINTL